

CIVIL RIGHTS REQUIREMENTS

for the

Child and Adult Care Food Program (CACFP)



Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
25 Industrial Park Road
Middletown, CT 06457

Revised March 2016

CACFP CIVIL RIGHTS REQUIREMENTS

In accordance with the Civil Rights Act of 1964, FNS Instruction 113-1 rev. 5 and other authorizing legislations, a continuing effort is made to ensure that all people have the opportunity to participate in the Child and Adult Care Food Program (CACFP) and that no participant is discriminated against based on race, color, national origin, sex, age, or disability.

Responsibilities for CACFP Sponsors

PUBLIC NOTIFICATION

1. Display the USDA nondiscrimination poster “...*And Justice for All*” provided by the Child Nutrition Unit in a prominent place in the administrative office and at each day care center. Individual day care home providers are not required to display the poster.
2. Inform potentially eligible persons, applicants, participants and grassroots organizations (particularly those in underserved populations) of programs or changes in programs. This includes information pertaining to eligibility, benefits and services, the location of local facilities or service delivery points, and hours of service. This information can be communicated by methods such as, but not limited to, Internet, newspaper articles, radio and television announcements, letters, leaflets, brochures, computer-based applications and bulletins.
3. Provide appropriate information, including Web-based information, in alternative formats for persons with disabilities.
4. Convey the message of equal opportunity in all photographic and other graphics used to provide program or program-related information.
5. Include the following nondiscrimination statement on all appropriate USDA Food and Nutrition Service (FNS) and agency publications, Web sites, posters and informational materials provided to the public:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

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Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*
- (2) fax: (202) 690-7442; or*
- (3) email: program.intake@usda.gov.*

This institution is an equal opportunity provider.

An option for alternate wording is offered if the material is too small to permit the full statement to be included. If use of an alternate statement is appropriate, at a minimum it is to read:

“This institution is an equal opportunity provider.”

If this alternate statement is utilized, **it must be in a print size no smaller than the text**, a condition not required when material includes the full statement.

DATA COLLECTION AND MAINTENANCE

1. For new sponsors, submit [Civil Rights Pre-Award Survey](#) as part of the original agreement. **This requirement is for new sponsors only.**
2. Determine the number of potentially eligible beneficiaries by racial or ethnic category for the area served by the institution each year. This is reported on the [Civil Rights Potential Beneficiary Data Determination Form](#), which uses current school population data provided by the Connecticut State Department of Education.
3. Collect actual beneficiary data by racial or ethnic category for **each** child care center, outside-school-hours care center, adult day care center and family day care home under the jurisdiction of the institution each year. This is reported on the [Civil Rights Data Collection Form](#).
4. Maintain all CACFP records on file for three years after the date of submission of the final claim for reimbursement for the fiscal year to which they pertain, or if an audit is outstanding, until the audit is closed, as required by Program regulations.

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5. Ensure that all civil rights data is maintained under safeguards, restricting access of records only to authorized personnel.

TRAINING

1. All “frontline staff” who interact with applicants or participants as well as those persons who supervise “frontline staff” must be provided civil rights training on an **annual** basis. Training is required so that people involved in all levels of administration of programs that receive Federal financial assistance understand civil rights related laws, regulations, procedures and directives.
2. Specific subject matter for civil rights training must include, but not be limited to:
 - a. Collection and use of data (FNS 113-1, page 17)
 - b. Effective public notification systems (FNS 113-1, page 13)
 - c. Complaint procedures (FNS 113-1, page 29)
 - d. Compliance review techniques (FNS 113-1, page 19)
 - e. Resolution of noncompliance (FNS 113-1, page 24)
 - f. Requirements for reasonable accommodation of persons with disabilities (FNS 113-1, page 4)
 - g. Requirements for language assistance (FNS 113-1, pages 9-10)
 - h. Conflict resolution (FNS 113-1, page 3)
 - i. Customer service (FNS 113-1, pages 1-3)

LIMITED ENGLISH PROFICIENCY (LEP)

1. Local agencies that fail to provide services to persons with Limited English Proficiency (LEP) may be discriminating on the basis of national origin.
2. Agencies are required to take reasonable steps to assure meaningful access to the information and services they provide. Reasonable steps would include providing translators or appropriate translations of Program materials and applications.
3. What constitutes the need for reasonable steps is contingent on a number of factors:
 - the number of LEP persons served;
 - the frequency LEP persons that come in contact with services;
 - the nature and importance of the services; and
 - the resources available to recipients and costs.

EQUAL OPPORTUNITY FOR RELIGIOUS ORGANIZATIONS

1. Faith-based and community-based organizations (FBOs and CBOs) have a long history of involvement in Federal nutrition assistance programs and a tradition of supporting low-income people by providing a wide range of social services. These organizations are important and longstanding partners in the U.S. Department of Agriculture's efforts to provide nutrition assistance to those in need.
2. Nutrition assistance program policy encourages the participation of FBOs/CBOs on an equal footing with other kinds of local cooperating organizations, and avoids barriers that would make their participation difficult. In addition, the Food and Nutrition Service (FNS) has undertaken special initiatives that recognize the role of FBOs/CBOs in serving low-income people.
3. USDA promulgated a regulation on July 9, 2004 to ensure the elimination of unwarranted barriers to the participation of faith-based organizations in USDA-funded programs on the basis of religion. The regulation, titled *Equal Opportunity for Religious Organizations* is codified at 7 CFR Part 16, and ensures a level playing field for the participation of faith-based organizations and other community organizations in USDA programs.

The USDA's Civil Rights Instruction, FNS 113-1 rev. 5 (11/8/05) titled *Civil Rights Compliance and Enforcement – Nutrition Programs and Activities*, is available at www.fns.usda.gov/cr/Documents/113-1.pdf.



For information on the CACFP, visit the CSDE's [CACFP](#) Web site or contact the [CACFP staff](#) in the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This document is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cacfp/crcacfp.pdf.